**Prathima B**

**No 996 Devi Nilaya 4th main road**

**3rd stage 3rd block**

**Basveswara nagar**

**Bangalore-560079**

**bprathima88@gmail.com**

**Mobile: +919916455588**

**PERSONAL SUMMARY**

7 year of experience in Finance and Accounting Domain. Have maintained superiors & peers

Confidence in the efficiency & accuracy of my work.

**Career Objective:**

• Aspiring to be a part of an esteemed organization where my potential is made best use.

Willing to work as a key player in challenging & creative environment.

• Seeking a position that utilizes my talents to deliver meaningful results.

• Have fair understanding in AP and VM & VM automation.

Looking for a new & challenging position which will make best use of my existing skills and experience & also further my development.

**WORK EXPERIENCE**

**Honeywell Technology Solutions Lab India Pvt Ltd**

**Senior VM Specialist- Vendor management –** Nov 2015 to till date

* Managing the vendor master activities based on SBU Honeywell.
* Worked on Automation – Mass load on to Robotics
* Worked on Projects like- MP (Monthly frequency) , payment term Harmonization, working capital Impact
* **Green belt Certified- Project on MPO (Monthly payment)**
* Got Trained on VM reports under Tabular platform
* Worked on daily, monthly reports on different systems.
* Got **Bravo Award** for Single handedly managing the VM Process for SBU(Corp)
* Worked on Vendor Migration between SBU in Honeywell through mass load using a Template.
* Supported external yearly Audit
* Worked on Vendor cleansing activity with Procurement.
* Managing VM under multiple ERP systems (Oracle, Navision, WINMAN)
* Transited multiple VM processes from within Honeywell region and aligned under standard platform.
* With the help of SAP IT Implemented check points in SAP and productions tool to minimize the manual efforts.
* Worked on Ivalua project (VM) – wherein the its flow the data form SAP VM to Ivalua and sync with multiple ERP modules which is replaced manual update.

**Capgemini Business Services (India) Ltd**

**SENIOR EXECUTIVE -Account payable -**March, 2015 - November, 2015

* Transited the Vendor management process from Mexico
* Managed single entity VM with end to end activities.
* Worked on Vendor cleansing activities.
* Worked on Critical Banking master data validation projects
* Worked on Daily to reporting’s.
* 100 % accuracy on productivity and Zero error rate.

**EXL -- BUSINESS PROCESS SOLUTIONS Pvt Ltd**

**SENIOR EXECUTIVE CORPORATE FINANCE PROFESSIONAL** April 2011 – Nov 2014

**About EXL:** Is a leading professional services firm that is dedicated to finance and accounting outsourcing

**Duties:**

* Handling Vendor Inquires and issues from the vendor/Client and responded on timely basis.
* Handling Electronic uploads of PO, and NON-PO in SAP
* Invoices/Expense Reports/Payment Transaction
* Handling PO rejection and Employee reimbursement payments. Multiple line reversal of document at one time.
* Working on R block reports, worked on MRBR reports.
* Achieved NO single duplicate payment made to any vendor from Go-live and payments made on time.
* Handling payment of employee reimbursement.
* Co-ordinate with technical team member and provide functional specifications to resolve issues.
* Addressed escalated issues from employees and vendors regarding accounts payable
* Handling Reports(Weekly,Queterly,Monthly)
* Preparing PPT on monthly basis for process updates.
* Preparing reports for process improvements and gap.

**Additional Responsibility**

* Supporting the team members when we have huge volumes.
* Guiding the team when there is an issue/Inquiry.
* Refresher training conducted on quarter basis.
* Trained on AP/P2P process.
* Preparing attendance report of team on monthly basis.
* Got Trained on Skill development activities (Lean, Whale done, MS-Excel)

**Work Achievements**

* Got trained on various Branch invoices processing method and working as a backup for the same.
* Working towards the process Efficiency & Closing the Process Gap.
* Awarded as best performer in team.

**Global Business Process Company – IBM Global business process, (Bangalore)**

**EXECUTIVE CORPORATE FINANCE PROFESSIONAL** June 2010 – March 2011

Responsible for handling the vendor master records developing weekly and monthly financial reports showing analysis of the financial accounts. Identifying and recommending modifications to existing procedures and the new systems to improve efficiency.

**Duties:**

* Supporting Management Accountants as required. Daily inputting of sales & purchase invoices to the finance system.
* Vendor master creation, modification, extension and blocking unblocking details for respective company codes.
* General ledger maintenance & purchase & sales ledger data entry.
* Updating & entering invoice of PO and NON-Po based and other transactions.
* Analyzing the vendor open items invoices and potential duplicates
* Processing of Employee reimbursement payments.
* Reconciliation of sales ledger accounts. Maintenance of old debt accounts.
* Customer Queries - All customer and client queries answered in TAT. Critical and urgent queries answered on high priority
* Supported the team in month end closer
* Train other Finance Assistants with new areas of work.
* Investigating and resolving supplier invoices under query.

**KEY SKILLS AND COMPETENCIES**

* Experience of working to tight deadlines with limited resources.
* Highly organized, proactive, hardworking, focused, & have attention to detail.
* Experience in managing large quantities of data. Experience of SAP and Tally 9.0
* Experience in Microsoft (Excel, Word, PowerPoint)
* Technical skills (SAP R 3, Oracle (AP module), C, FoxPro)
* Knowledge of Accounting packages (Tally 7.2)

**EDUCATION**

* Bachelor degree of commerce from **AVK women’s college Davanagere ,77%**
* Master of Business Administration, from **Bapuji Academy of Management and Research, Davanagere 2009-2010, 71%**
* Got **9th rank** for University

**Academic Projects**

**Projects completed in MBA**

* Organizational study at KSDL ([**Karnataka Soaps** & **Detergents Limited**](http://202.138.105.9/mysoresandal/products.php)) in **Bangalore**.
* Financial analysis at **Way 2 Wealth** stock broking in **Davanagere**.

**Industrial Study**

* **Visited to China Steel Plant Beijing.**
* Visited to Dragon seal wine industry(China)

**Computer Skills:**

* ERP Applications: Working Knowledge in SAP R 3,
* Legacy system experience Oracle in AP Module, Oracle VM, WINMAN, VOCollect, AS400, Navision
* MS- Office packages: MS Word, MS Excel.
* Knowledge of Accounting packages (Tally 7.2)

**Personal Details:**

* Date of Birth: 22/02/1988
* Gender: Female
* Languages Known: English, Hindi, Kannada and Marathi.
* Citizenship: Indian

**Residence Status: Bangalore, India**